



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS OFFICE OF PAYROLL
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Dave Goetz
COMMISSIONER

TO: All Departmental Budget, Fiscal and Personnel and Payroll Officers

FROM: Susan Walker, Director of F & A Payroll

DATE: September 5, 2006 (updated 10/16/06)

SUBJECT: Fourth Quarter 2006 Payroll Schedule

The semi-monthly payroll schedule for October 1-15, 2006, through December 16-31, 2006, is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
10/1-15	10	10/20/06	10/23	10/24	10/25	10/6	10/27	10/30	10/31	11/6/06
10/16-31	12	11/03/06	11/6	11/7	11/8	11/9	11/13	11/14	11/15	11/21/06
11/1-15	11	11/17/06	11/20	11/21	11/22	11/27	11/28	11/29	11/30	12/6/06
11/16-30	11	12/06/06	12/7	12/8	12/11	12/12	12/13	12/14	12/15	**12/20/06
12/1-15	11	12/19/06	12/20	N/A	12/21	12/27	12/27	12/28	12/29	**1/4/07
12/16-31	10	1/03/07	1/4	1/5	1/8	1/9	1/10	1/11	1/12	**1/18/07

The monthly payroll schedule for October through December 2006 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	PayDay	Lost Ck Run
10/1-31	22	10/20/06	10/23	10/24	10/25	10/26	10/27	10/30	10/31	11/3/06
11/1-30	22	11/17/06	11/20	11/21	11/22	11/27	11/28	11/29	11/30	12/6/06
12/1-31	21	12/19/06	12/20	N/A	12/21	12/27	12/27	12/28	12/29	**1/4/07

****Special Note** - The Lost Check Run for the November 16-30, December 1-15, and December 16-31 pay period will run the third working day after payday instead of the normal fourth working day.

*****Notify Office of Payroll of all checks to be pulled before 4:30 p.m. on the day of calculate.** Any checks to be canceled or canceled and reissued after the day of calculate will require a stop payment by Office of Payroll and the agency will notify the employee of the stop payment and to return the check.

Thank you for your assistance.

Download current schedule at <http://www.state.tn.us/finance/act/schedules>